

**Department of Interior FY 2003
Bureau Director/CFO Financial Statement Review**

Procedure Description		Yes	No
1.	I reviewed the Review Procedures Checklist and attached comments/explanations.		
2.	My team has prepared the Balance Sheet, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Net Cost, Statement of Financing, and Statement of Custodial Activities and corresponding footnotes in accordance with PFM's required formats.		
3.	I reviewed the Fluctuation Analyses for the Balance Sheet, Statement of Changes in Net Position, Statement of Budgetary Resources and Statement of Net Cost, Statement of Custodial Activities. I agree with the explanations provided for all significant fluctuations.		
4.	I reviewed the Net Position Analyses Reports and I agree with the attached explanations of all significant differences.		
5.	The Hyperion Eliminations spreadsheets are attached with no significant unreconciled intra-bureau balances.		
6.	I reviewed the reconciliation of the appropriate budgetary and proprietary account relationships and I agree with the attached explanations for all significant differences.		
7.	Our Budget Office reviewed the Statement of Budgetary Resources for consistency with current year budget reports and reporting requirements.		
8.	The prior year Statement of Budgetary Resources and the "actual" column of the corresponding Program and Financing Schedule have been reviewed to ensure consistency (for each line item) and all explanations are attached. N/A for quarterly reporting.		

Reporting Entity: _____

Chief Financial Officer:

Signature

Date

Bureau Director:

Signature

Date

(Director's signature not required for quarterly reports)

Note: Initials signify that the procedure was performed without exception or an explanation has been attached for any differences found.

**Department of Interior FY 2003
Review Procedures Checklist**

Review Procedure Description		Complete (Initials)	See Comments or Explanation attached (Initials)
Trial Balance Relationships			
1.	Ensure Hyperion TBs are reconciled to the FFS/ABACIS general ledger		
2.	<p>Ensure the following payroll related accruals are recorded and are fairly stated, check the appropriate box below and attach an explanation if “no.” If you recorded your accruals using other accounts (e.g., stewardship investment expense account) than those listed below, then modify the checklist to include the accounts you used.</p> <p>Gross Payroll 2210/6100N <input type="checkbox"/> yes <input type="checkbox"/> no Employer TSP 2213N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no Employer Retirement (CSRS/FERS) 2213G.24/6400G.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer Health (FEHB) 2213G.24/6400G.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer Life (FEGLI) 2213G.24/6400G.24 <input type="checkbox"/> yes <input type="checkbox"/> no Employer FICA 2213G.99/6400G.99 <input type="checkbox"/> yes <input type="checkbox"/> no Unfunded FECA 2225G.16/6850G.16 <input type="checkbox"/> yes <input type="checkbox"/> no Actuarial FECA 2650N/7600N <input type="checkbox"/> yes <input type="checkbox"/> no Funded FECA 2215G.16/6850G.16 <input type="checkbox"/> yes <input type="checkbox"/> no Unfunded Leave 2220N/6800N <input type="checkbox"/> yes <input type="checkbox"/> no Funded Leave (just a few bureaus) 2210N/6100N <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a Other Unfunded Employment Related Liability 2290N or G/6800N or G <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a</p>		
3.	Ensure 2310 Advances from Others and 2320 Deferred Revenue have been adjusted and are fairly stated		
4.	Ensure Deposit and Suspense accounts 2400 have been cleared or are within applicable thresholds as prescribed by the Department of Treasury guidance		
5.	Review FY 2002/2003 reports to ensure that by Treasury fund symbol Pre-Close account 3100 (Unexpended Appropriations), PreClose account 3310 (Cumulative Results of Operations), and PreClose account 4201 (Total Actual Resources-Collected) agree with the prior year’s PostClose account 3100, PostClose account 3310, and PostClose account 4201.		
6.	Review reports to ensure that Imputed Financing account 5780 by Trading Partner agrees with Imputed Costs account 6730 by Trading Partner (most bureaus will have an amount in these accounts). Valid exceptions include capitalized costs.		
7.	Review Trial Balance to ensure all Non-Entity Assets have a corresponding Liability account recorded.		

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8.	<p>Review Trial Balances to determine if there are balances in the following accounts 3108, 3109, 5708, 5709, 7400, and 7401 (if so, agree the balances to the Prior Period Adjustments Excel footnote file)</p> <p>Immaterial balances must be reclassified from above PPA accounts to applicable 5000, 6000 or 7000 series accounts</p> <p>NOTE: Prior Period Adjustments may be recorded to the prior period adjustments accounts during the fiscal year. At year-end, a materiality analysis will be performed for the recorded balances, and immaterial prior period adjustments will be reclassified so that only material prior period adjustments remain at year-end.</p>		
9	Review the reconciliation of the appropriate budgetary and proprietary account relationships and the attached explanations for all significant differences.		
Financial Statement Relationships			
10.	Review reports to ensure that the following financial statement lines agree to Hyperion check totals Total Assets (TOT_ASSETS), Total Liabilities (TOT_LIAB), Total Liabilities and Net Position (TOT_LIAB_NET_POS) and Net Cost of Operations (NET_RES_OPS).		
11.	Review reports to ensure that Net Position-Unexpended Appropriations on Balance Sheet agrees with Ending Net Position-Unexpended Appropriations on the Statement of Changes in Net Position.		
12.	Review reports to ensure that Appropriations Used on the Statement of Changes in Net Position is reported in equal and opposite directions in the Cumulative Results of Operations and Unexpended Appropriations sections		
13.	Review reports to ensure Total Budgetary Resources equals Total Status of Budgetary Resources on Statement of Budgetary Resources.		
14.	Review Statement of Financing to ensure that the Net Cost of Operations on the Statement of Financing agrees with the Net Cost of Operations on the Statement of Changes in Net Position and the Statement of Net Cost.		
15.	Review reports to ensure that Obligated Balance, Net, Beginning of Period on Statement of Budgetary Resources agrees with Obligated Balance, Net, End of Period on prior year's Statement of Budgetary Resources, per prior year's Accountability Report.		

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16.	Beginning Net Position on Statement of Changes in Net Position agrees with Net Position on prior year's Balance Sheet, per prior year's Accountability Report.		
17.	The Other Financing Sources section line items on the Statement of Changes in Net Position (donations and forfeitures of property, transfers in/out without reimbursement, imputed financing, and other) agrees line by line with the Other Resources section, Resources Used to Finance Activities on the Statement of Financing.		
18.	Obligations Incurred on the Statement of Budgetary Resources agrees with the Statement of Financing.		
19.	<p>The Aggregate of Spending Authority from Offsetting Collections and Recoveries of Prior Year Obligations on the Statement of Budgetary Resources:</p> <p>Line 3A1: Earned/Collected Line 3A2: Receivable From Federal Sources Line 3B1: Advances Received Line 3B2: Without Advance from Federal Sources Line 3D1: Anticipated Line 4A: Recoveries of Prior-Year Obligations: Actual</p> <p>agree with Spending Authority from Offsetting Collections and Recoveries on the Statement of Financing (Line 2), except for the following valid exceptions: the following SGL accounts that are included in the Statement of Budgetary Resources and not included in the Manual Statement of Financing, however, are valid reconciling items: SGL account numbers 4060 (debit balance), 4070 (debit balance), 4210 (debit balance), 4310 (debit balance), and 4215.</p>		
20.	Review Statement of Custodial Activity to verify it nets to zero		
21.	Compare the change un-transferred revenue from the Statement of Custodial Activity to the change in the related asset and liability accounts on the Balance Sheet.		
22.	Review RSI for completeness and accuracy. N/A for quarterly reporting.		
23.	Review RSSI for completeness and accuracy, and consistency with prior year's RSSI. N/A for quarterly reporting		
24.	Compare information and amounts within financial statements, footnotes, RSI (including MD&A), RSSI, and OSI for consistency and agreement of amounts. N/A for quarterly reporting.		

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25.	Ensure Hyperion footnote submissions are complete, agree Hyperion footnote schedules to applicable financial statement line items, and in accordance with PFM's required formats.		
26.	Review reports by Treasury fund symbol for anomaly balances (i.e., credit balance in a normally debit balance account) document reasons for all anomalies and provide explanations to PFM. All material differences must be explained.		
27.	The Bureau's Budget Office has reviewed the Statement of Budgetary Resources for consistency with current year budget reporting.		
28.	Review the Fluctuation Analyses by line item and the explanations of the significant fluctuations (per Financial Statement Guidance) provided to PFM for the following: Balance Sheet (BS), Statement of Net Cost (Statement of Net Cost), Statement of Changes in Net Position (Statement of Changes in Net Position), Statement of Budgetary Resources, and Footnotes for Other Assets, Non-Entity Assets, Other Liabilities, and Liabilities Not Covered by Budgetary Resources. All significant fluctuations must be explained.		
29.	Review the Net Position Analyses for differences and review comments/explanations of differences provided to PFM, all material differences must be explained.		
30.	Review the reconciliation of the Treasury Report on Receivables (TROR) submission to the <u>quarterly</u> Financial Statements and review comments/explanations of differences provided to PFM.		
31.	The prior year Statement of Budgetary Resources and the "actual" column of the corresponding Program and Financing Schedule have been reviewed to ensure consistency (for each line item) and all explanations are attached. N/A for quarterly reporting.		
32.	The Hyperion Eliminations spreadsheets are attached with no material unreconciled intra-bureau balances.		

Explanations are attached for the procedures referenced above: (please check appropriate boxes)

- | | |
|---|---|
| <input type="checkbox"/> RPC – Review Procedures Checklist | <input type="checkbox"/> NPA – Net Position Analyses |
| <input type="checkbox"/> ANB – Anomaly Balance Analyses | <input type="checkbox"/> PF – Program and Financing Schedule |
| <input type="checkbox"/> 133 – Statement of Budgetary Resources, SF-133 Comparison | <input type="checkbox"/> EH – Hyperion Eliminations Spreadsheets |
| <input type="checkbox"/> FA – Fluctuation Analyses | <input type="checkbox"/> PB – Proprietary/Budgetary Spreadsheets |

Reporting Entity: _____ **Finance Officer.:** _____ **Date:** _____